

Recommendation Form

Addition of a Section to the Revised Administrative Guide

Directions: If you have a section(s) that you think should be included in the revised Administrative Guide, please complete this form for each section and return the form as directed below.

Section Recommended: _____

Person Recommending Addition: _____

Address: _____

Telephone: _____

Reason for the Recommendation:

For Office of Career and Technical Preparation Use Only
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Administrative Team Review:

Date: _____

- ☐ Add the Section
- ☐ Do Not Add the Section
- ☐ Other (Please Provide Instructions Below)

Please Duplicate to Meet Your Needs and Return to:

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